

Friday Harbor Port District

Port Commission Special Meeting Minutes
San Juan Island Yacht Club

Wednesday December 13, 2023, at 12:00 pm

Members of the public unable to attend the meeting may email comments for presentation to the Commission during the public comment period. Please email to ToddN@PortFH.org with the subject line "Public Comment". Comments must be received 24 hours prior to the meeting.

Commissioners Present: Graham Black (Via Zoom)
Rich Goodhart
Barbara Marrett

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Port Auditor
Mike Roling, IT System Administrator

Public Present: Grout, R. – Citizen

Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

Consent Agenda:

- A. Approval of Payroll and Vouchers
- B. Approval of Wednesday October 25, 2023 Meeting Minutes
- C. Approval of Wednesday November 8, 2023 Meeting Minutes
- D. Approval of Wednesday November 29, 2023 Minutes
- E. Approval of Monday December 11, 2023 Minutes

Commissioner Goodhart made a motion to approve the Payroll and Vouchers. Commissioner Black seconded that motion. All in favor, Vouchers and Payroll approved unanimously.

Commissioner Goodhart had a question regarding Energy Efficiency Studies referenced on the November 8th Meeting Minutes. Executive Director Nicholson gave an update explaining it may be a multi-meeting discussion. Commissioner Marrett made a motion to approve all Minutes on the Consent Agenda, all-in favor, all meeting minutes were approved unanimously.

Action Items:

- A. Certificate of Appointment

Commissioner Marrett made a motion to approve the Certificate of Appointment for Rich

Goodhart. Commissioner Black seconded the motion. All in favor, the motion was approved unanimously.

B. P.A.E. Contract Agreement #23-030

Commissioner Black made a motion to approve the P.A.E. Contract. Commissioner Marrett seconded the motion. All in favor, the motion was approved unanimously.

C. Consider granting the Executive Director the authority to execute a construction contract for the IOSA building to M.E.M. Enterprises. M.E.M. Enterprises was the sole and low bidder at \$530,000 plus tax.

Commissioner Goodhart made a motion to grant Executive Director Nicholson the authority to execute a construction contract for the IOSA building to M.E.M. Enterprises. Commissioner Black seconded the motion. All commissioners in favor, the motion was approved unanimously.

Discussion Items:

A. Order of Board Chair

Commissioner Marrett explained the historical process of becoming chair and all that the position entails. It was unanimously decided that Commissioner Goodhart would take over the chair position for a twelve-month term.

B. Changes to Commission Meeting Time & Day

Commissioner Black expressed his interest in changing the meeting day to Fridays. Commissioner Marrett suggested the meeting time change to start at 10am rather than noon.

C. Net Shed / Sailing Club Resolution

Executive Director Nicholson explained the draft of the Net Shed / Sailing Club Resolution to the commission. The commission wanted more time to review the draft and decided to discuss this further at a future meeting.

Staff Reports:

Executive Director, Todd Nicholson

Executive Director Nicholson requested to change the upcoming December 27th meeting to a regular commission meeting versus a Bil Pay meeting in order to add action items to the agenda.

Director Nicholson explained to the commission that under his delegated authority he executed

Precision Approach Engineering (P.A.E.) agreements 23-028 and 23-029. Director Nicholson also updated the commission on the progress of Jensen's cleanup.

Port Commissioner and Committee Reports:

Commissioner, Barbara Marrett

Commissioner Marrett discussed some take aways from the Washington Public Ports Association (WPPA) conference she and commissioner Goodhart attended. A more in-depth report and presentation will be given at a future meeting.

New Business: Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting. **None.**

Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting. **None.**

Adjourn: To Executive Session **1:02 PM**

This Executive Session Meeting is not open to the public pursuant to RCW 42.30.110 1(g). There will be no public comment or other business conducted during this session.

1. Executive Session pursuant to RCW 42.30.110 § 1(g):

Commissioner Marrett began the Executive Session at 1:03 PM

"To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;"

Expected Duration: 60 Minutes

2. Close Executive Session and adjourn Special Port Commission Meeting

Commissioner Marrett closed the Executive Session at 2:03pm, no action was taken. The meeting was immediately adjourned.

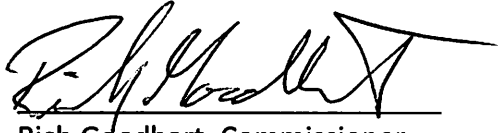
Executive Session Adjourned: 2:03 PM



For Graham Black, Commissioner



Barbara Marrett, Commissioner



Rich Goodhart, Commissioner